

Comparisons of Job Characteristics

Focus Occupation: [First-Line Supervisors of Office and Administrative Support Workers \(43-1011\)](#)

Associated Occupation: [Managers, All Other \(11-9199\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 78

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: Managers, All Other (11-9199)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Administration and Management	8.4	14.5	14.6	0	Current knowledge level may be sufficient
Production and Processing	6.0	12.3	5.5	<<	Extensive education and/or training may be required
Law and Government	5.9	11.6	7.0	<<	Extensive education and/or training may be required
Personnel and Human Resources	5.6	9.9	10.6	0	Current knowledge level may be sufficient
Transportation	4.6	7.5	3.2	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	6.0	9.0	>>	Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 92

Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011)

Associated Occupation: Managers, All Other (11-9199)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Monitoring	9.9	13.3	13.6	0	Current skill level may be sufficient
Coordination	9.1	13.0	13.3	0	Current skill level may be sufficient
Judgment and Decision Making	9.4	12.6	11.1	<	A higher skill level may be required
Time Management	8.9	11.7	12.5	0	Current skill level may be sufficient

Systems Evaluation	6.4	11.4	8.8	<<	Extensive development of skills in this area may be required
Systems Analysis	6.5	11.2	9.0	<	A higher skill level may be required
Negotiation	6.8	11.1	11.9	0	Current skill level may be sufficient
Management of Personnel Resources	6.9	11.0	12.3	>	Skill level is likely sufficient
Persuasion	7.4	10.5	11.1	0	Current skill level may be sufficient
Management of Material Resources	3.7	7.4	6.2	<	A higher skill level may be required
Management of Financial Resources	3.3	6.2	6.4	0	Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 97			
Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011) Associated Occupation: Managers, All Other (11-9199)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Written Comprehension	11.0	14.7	12.2	<	Some improvement in abilities may be required
Written Expression	9.8	14.0	12.3	<	Some improvement in abilities may be required
Problem Sensitivity	11.1	13.2	12.7	0	Current ability level may be sufficient
Deductive Reasoning	10.6	13.0	11.2	<	Some improvement in abilities may be required
Category Flexibility	9.0	10.7	10.0	0	Current ability level may be sufficient
Originality	7.6	10.1	10.7	0	Current ability level may be sufficient
Fluency of Ideas	7.6	10.0	10.0	0	Current ability level may be sufficient
Time Sharing	6.6	7.8	7.7	0	Current ability level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

There are no common work activities.

Tools and Technologies that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 78
Focus Occupation: First-Line Supervisors of Office and Administrative Support Workers (43-1011) Associated Occupation: Managers, All Other (11-9199)		
Tools and Technologies	Exclusivity	
Business function specific software	1	
Computer data input devices	2	
Computer printers	2	
Computers	1	

Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.